CAPPS HR/Payroll
Governance Approved Enhancements
Date of Report: 09/15/20

Service/Support Request (SR) Information
Enhancements (SRs) Approved by Governance - ACTIVE

Gov. Priority	SR #	Gov. Priority #	Requesting Agency	Product	Impacts All Agencies	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	Proposed Solution (How it would work/Customization Overview)	Status; *=Updates	Status Notes (additional Status information); *=Updates
1	18590	51.75	TPWD	CAPPS HR/Payroll	Yes	TL Time and Labor	High	Medium	Turn Off Auto Insert for Cascade Rule Once Deleted	Turn off auto insert for Cascade Rule once deleted or time entered in place of inserted hours.	Turn off the auto insert for the Cascade Rule once time is deleted or entered in the place of inserted hours.	Modify the Cascade Rule to not re-insert leave taken when the leave taken has been deleted, or time has been entered in place of the inserted hours.	*Completed	Completed in Prod 8/25/20
2	4385	47.63	DPS	CAPPS HR/Payroll	Yes	TL Time and Labor	Medium	Medium	Timesheet Holiday Reminder Edit and Notation	Agency request to change the holidays on the timesheet to a different color for employees to notate which day is a holiday. Also, a Holiday Reminder pop-up message similar to one received when attempting to leave the timesheet without E-signing and Submitting. The holiday reminder pop-up should have a similar option to where employees can see that they have entered time on a holiday, and have the chance to go back and make changes before submitting the time to their managers. Many employees are using the wrong TRC for holidays. Some even use the REGHR TRC instead of REGHW for their scheduled hours, and once they submit, they see the holiday reminder, but they still can't go back and make changes.	Add a notation to the timesheet to represent which day is a holiday, as well as a Holiday Reminder pop-up message similar to the one received when an individual attempts to leave the timesheet without E-signing and Submitting.	Modify the holiday message to include the option to select Ok or Cancel, prior to the Save, when time is entered on the standard, U.S. Statutory holidays on all CAPPS timesheets, and to show the date header text for these holidays in a different color.	*Pending Prod Approval	
3	5319	40.43	CAPPS	CAPPS HR/Payroll	Yes	TL Time and Labor	Low	Medium	Add Employee Name to the Manage Exception Page	The Manage Exception Search page currently only includes EMPLID as a search criteria; it would be beneficial for users to be able to search by employee last name and first name as well.	Add Employee Last Name and First Name to the search criteria on the Manage Exception Search page.	Modify the SQL view and add the FIRST_NAME and the LAST_NAME fields.	*Completed	Completed in Prod 8/20/20
4	8419	29.71	DPS	CAPPS HR/Payroll	Yes	TL Time and Labor	Low	Medium	Payable Time Summary page Default From date	The agency would like to request an enhancement to the Payable Time Summary so that the default is to bring up the first day of the FLSA workweek.	Default the From Date value on Payable Time Summary page to the Start Date of employee's FLSA workweek that is immediately prior to the system date.	Set the From Date on the Payable Time Summary page to the FLSA Start Date of the employee.	In Work	
5	14546	25.86	CPA	Talent Management	Yes	Recruiting	Medium	Low	Add More Source Options for Candidates	We have been working on ways to improve the analytics of how candidates are finding our positions. We want a better idea of where all our applicants are seeing our job postings. When candidates answer the question "Where did you first learn about this job?" there are several options to choose from, but when you pick most of them, there is not a secondary option to further breakdown where they actually saw the posting. We have suggestions on restructuring the source options with more specific sub-sources.	Add more sources and sub-sources as options for candidates to select when applying for a job requisition. Today, current source options mirror the options on the State of Texas Application for Employment EEO Form and this request expands the sources available on the CAPPS Career Section beyond those limited choices. Source information is available on reports and will assist agencies in determining which sources are most successful. Agencies may use this information to determine how to advertise their jobs and planning their spending accordingly.	The CAPPS Recruit team will re-configure sources and sub-sources to include new sources and sub-sources. The recommended sources and sub-sources were gathered with input from CAPPS Recruit agencies and reviewed for having statewide use. Additionally, certain specific sub-sources are best categorized as an "other" option under the overarching source. A document with the recommended sources and sub-sources can be accessed with ASP Solution Center within the SR.	*Assigned	
5	1111	23.17	OCA/SPA	Reporting Team	Yes	Reports	Medium	Large	State Matching Contributions Reports by Year	Agency would like the current State Matching Contribution Report to include the Appropriations Year (AY) column. The TX_PYRL_DTL should include earn and pay dates, as well as the AY and FY for each. Additionally, they would like a new report for YTD contribution totals with the option to run by either FY or AY. The current report only has the option to run by payroll document number.	The Agency would like to add the EARNS_END_DT field to the State Matching Contribution Report to show when an amount was appropriated versus when it was paid. Additionally, they are requesting a new report in the same format as the State Matching Contribution Report with a Run Control option of FY or AY. Adding the Run Control option for FY or AY cannot be simply added to the current report.	Add the AY to the current State Matching Contribution Report. Create a new report that provides year-to-date totals with the option to run by either FY or AY. Add the earn date and pay date to the TX_PYRL_DTL query along with the corresponding AY and FY columns.	In Work	Pending Development Assigned to the CAPPS Reporting Team
6	6571	17.17	DPS	CAPPS HR/Payroll	No	Reports	Low	Medium	Employee Biosketch Report update Run Control	Would the CPA be able to run an Employee Biosketch Report for all employees in our entire agency and provide it to us? Currently, the Employee Biosketch report process in CAPPS only allows by employee, we unable to run it by department or agency.	Currently the Run Control allows users to run report by employee, allowing for multi-employee selection. The Run Control can be modified to allow more options for running the report.	Modify the Run Control for the Bio-sketch report to allow the report to be run by a single department.	Rework	
7	8101	15.17	DPS	CAPPS HR/Payroll	No	Performance Management	Medium	Low	Add employee acknowledgement to Define Criteria	We would like to request an additional step to be added to the Performance Management process. We would like the same Acknowledgement process under the 'Complete Manager Evaluation' step to also be a part of the 'Define Criteria' step. This will allow manager to request the employee to acknowledge that they have read and understood the expectations on which they will be evaluated. This recommendation was requested from our General Counsel, Office of Investigations, and Chief Auditors office to protect the agency against litigations where the employee states they did not receive the criteria on which they were evaluated on.	The request is to add an employee Acknowledgement process to the Define Criteria step, similar to the current process included under the 'Complete Manager Evaluation' step, of the activity guide.	The proposal is an enhancement to the approval process within the Define Criteria step. When the template is configured for the Define Criteria step, and the "Updated By" is configured for "Manager and Employee". The following optional configuration will be applied to the template. We will add a new "Employee Acknowledge" Tab. This TAB/section will provide instructions for both the employee and manager on completing this process. The employee and manager will select the appropriate acknowledgement statement, similar to the step within the 'Complete Manager Evaluation' step. i.e. the employee will acknowledge, or the manager will be able to override using the "employee not available" or "employee refuses to sign".	*Completed	Completed in Prod 8/20/20
8	8506	5.17	DPS	CAPPS HR/Payroll	Yes	Reports	Low	Medium	New dual employment query	Agency would like to run a query that shows any employees dually-employed at another agency.	The State Employees Employed By More Than One State Agency does not show SAD1 employees. Agency is requesting a simple query that shows all employees dually-employed.	Since Query Manager Won't allow agencies to view other agency information, I suggest we create a view that can, in turn, be used as a query.	In Work	

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